

Commission on Proprietary Schools
and College Registration
3825 Ridgewood Road
Jackson, MS 39211
Email: kverneuille@mccb.edu
601-432-6185



Complaints

Filing a Complaint against a Licensed Proprietary School

If you are experiencing a problem with a licensed proprietary school, licensed agent working for a register school or instructor within a licensed proprietary school, you must first use your school's internal established grievance procedure. If the outcome of the problem is not resolved to your satisfaction, you may then file a formal, written complaint with the Commission on Proprietary Schools and College Registration (CPSCR).

Once your official complaint form has been received at the CPSCR office, you will receive an acknowledgement letter. You may be contact for further details, if necessary. The complaint must be received within two (2) years of the occurrence. The school will be notified of your complaint.

All complaints will be examined to determine factual basis. Your name and complaint will have to be given to the school to evaluate your complaint and asses records. Filing a complaint does not guarantee disciplinary actions will be taken with any school. All results of CPSCR's findings will be communicated to you in writing. Depending on the nature of the complaint submitted, it may take CPSCR weeks or months to complete an investigation. No unsigned or incomplete complaints can be processed.

You may sub

Checklist:

Please submit the following items:

- Completed and signed complaint form
- Legible copies (not originals) of all relative documents
- Keep a signed and dated copy of this complaint and attachments for your records

COMPLAINT FORM FOR LICENSED PROPRIETARY SCHOOLS

Please sign and return this completed form to: Commission on Proprietary Schools College Registration, 3825 Ridgewood Road, Jackson, MS 39211 (601) 432-6185

Name of Complainant	Daytime Telephone Number
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Address

City	State	Zip Code
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School

Address	City	State	Zip Code
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Dates Enrolled	Program Enrolled In
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Did you complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when did you complete the program?
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Dates(s) of the occurrence	Date complaint was made to school official(s)
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School Official to Whom the Complaint was Made

COMPLAINT (Please provide a detailed explanation of your complaint. Attach additional pages, if necessary.)

What steps, if any have been taken to resolve the complaint?

I give the Commission on Proprietary Schools and College Registration permission to contact school officials, and other government agencies and persons mentioned above.

Signature	Date
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