

Commission on Proprietary Schools
and College Registration
3825 Ridgewood Road
Jackson, MS 39211



Student Complaints

Filing a Complaint against a Licensed Proprietary School or Licensed Agent

If you are experiencing a problem with a licensed proprietary school, instructor or licensed admission's agent 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. For additional information on the process and procedure, please refer to the [Rules for State Oversight for Proprietary Institutions Operating or Recruiting in Mississippi](#) Section 3.19, items A through K, for complaints against a licensed agent and section 3.20, items A through K, for complaints against a registered institution.

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.

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 for to: Commission on Proprietary Schools College Registration, 3825 Ridgewood Road, Jackson, MS 39211			
Name of Complainant		Daytime Telephone Number	
Address			
City	State	Zip Code	
School			
Address	City	State	Zip Code
Dates Enrolled		Program Enrolled In	
Did you complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when did you complete the program?	
Dates(s) of the occurrence		Date complaint was made to school official(s)	
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	