Commission on Proprietary Schools and College Registration 3825 Ridgewood Road Jackson, MS 39211 Email: <u>kverneuille@mccb.edu</u> 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 assess 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:

- $\hfill\square$ 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 Propr	ietary Scho	ools College	
Registration, 3825 Ridgewood Road, 5 th floor	, Jackson, MS	39211 (0	501) 432-6	185	
Name of Complainant	Daytin		me Telephone Number		
Address					
City	State	State		Zip Code	
School					
			State		
Address	City	City		Zip Code	
Dates Enrolled	Program I	Program Enrolled In			
Did you complete the program?	If yes, wh	If yes, when did you complete the program?			
Dates(s) of the occurrence	Date com	Date complaint was made to school official(s)			
School Official to Whom the Complaint was I	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?					
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		Ι	Date		