

Dear Complainant:

In accordance with State law, the Arizona State Board for Private Postsecondary Education (“Board”) is responsible for investigating student complaints against Educational institutions licensed by this Board. Pursuant to Arizona Administrative Code Rule R4-39-403, the complaint procedure is stated as follows.

- A. If a student has a complaint against a licensed institution or program and exhausts all available grievance procedures established by the institution, the student may file a written complaint with the Board. A complaint must be filed within three years of the student’s last date of attendance. (This is not a requirement for non-students)
- B. The Board’s staff shall investigate the complaint if the allegations, if true, violated statute of Board rules. Upon completion of Board staff’s investigation, the complaint shall be referred to the Complaint Committee for a review.

Based upon the information provided pursuant to subsection A or B of this section, the Complaint Committee may do any of the following:

- 1. Dismiss the complaint if the committee determines that the complaint is without merit.
- 2. File a Letter of Concern.
- 3. Refer the complaint to the full Board for further review and action.

Sincerely,

Keith Blanchard
Deputy Director

CASE #: _____

NON-STUDENT COMPLAINT FORM
ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION
1400 WEST WASHINGTON, ROOM 260, PHOENIX, AZ 85007
602-542-5709

Complainant Information:

Name: _____ **Home Phone:** _____
Address: _____ **Bus. Phone:** _____
City, State & Zip: _____

School against which complaint is being filed:

Name: _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone: _____

? **May a copy of this complaint be sent to the school against which you are complaining?** ____Yes ____No

***If no, we may be prevented from taking action on your complaint.**

? **Explain your complaint and provide evidence of your complaint (as an attachment):**

Student Complaint Form
Page 2

? **Explain the resolution or outcome you are seeking in filing this complaint:**

Use and attach additional sheets as needed.

I verify under penalty of law that the allegations contained in this complaint are true to the best of my knowledge and belief.

Student Signature

Date

ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION

**AMERICAN DISABILITIES ACT
TITLE II**

PUBLIC NOTICE

As a public entity, the Arizona State Board for Private Postsecondary Education (“Board”) is subject to Title II of the American Disabilities Act. Title II prohibits discrimination against any “qualified individual with a disability” and requires that a public entity have policies and practices that do not adversely affect the full participation of individuals with disabilities in its programs, activities, and services.

The Board does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Board does not discriminate on the basis of disability in its hiring or employment practices.

An individual with a disability may request that Board materials be provided in an alternative format, may request auxiliary aids for effective communication, and may request reasonable accommodations to participate in Board meetings and hearings. Requests should be directed to the Board Executive Director.

For a copy of or access to the Board’s title II, ADA policies regarding program, activity, and service access or a copy of or access to the Board’s ADA grievance procedure please contact the Board Executive Director.

Arizona State Board for Private Postsecondary Education
1400 West Washington, Room 260, Phoenix, Arizona 85007
602-542-5709