

Urban Barber College
Student Grievance Form

Student Name:

Date of Grievance:

Summary of Grievance:

Grievance Procedure Policy

Students are expected to address any disagreements or conflict or possible records in student records directly with the individual involved in person with a written document outlining the complaint and communication. **After this**, if there is no satisfactory resolution, the student may set an appointment to see the school's director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student files. The grievance policy is as follows:

1. Complaints a regarding students or Urban Barber College staff must be made within one week of the issue.
2. If the complaint cannot be resolved informally (verbally) the student shall write up the details and submit to the school director (within 30 days of incident) who will research the issue and respond with a resolution. Please allow the school director up to 10 business days to respond to written complaints in writing.

If such response is not satisfactory student may reach out to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

All written complaints from students are saved for 6 years for review.

Updated February 28th, 2022