

## Student Complaint Procedures:

**ACCET:** If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

1. Name and location of the ACCET institution.
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred.
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students.
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET.
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
7. The status of the complainant with the institution (e.g., current student, former student.) Please include copies of any relevant supporting documentation (e.g., student enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

## Online Complaint Submission Form



TWC: <https://www.twc.texas.gov/programs/career-schools-colleges/students>

NC-SARA: <https://nc-sara.org/student-complaints>

BPPE: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

<https://www.bppe.ca.gov/enforcement/complaint.shtml>