



STUDENT GRIEVANCE FORM

1. Student's name _____

City: _____ State: _____ Zip: _____
Tel: () _____ E-mail: _____

2. Campus location: _____ Dates attending: _____

3. Nature of grievance

(Please give a detailed description of your concern, including specific names, dates, etc. Your grievance will be handled with the highest level of confidentiality. Include a separate sheet if necessary)

4. Desired Solution

Signature of student: _____ Date filed: _____

Received by: _____

Date: _____

(Name and Signature of School Officer Received)

Student Complaint and Grievance Policy

NC Dental U has established a specific policy to resolve student complaints and grievances.

Student Complaints Concerning Faculty Actions

A student who has a complaint is responsible for following the procedures described below. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral communication, inequities in assignments, scheduling of examinations at other than authorized and published times or grading grievances.

Note: it is school policy that grades cannot be changed without the permission of the Directors.



To file a complaint:

A. Contact the other party directly.

1. If this concerns a grade received, the student must contact the instructor within 48 hours of receiving the grade in question.

If the instructor is no longer employed by the School or does not respond to requests for a meeting and an explanation, recourse may be had to the School Directors by completing this Grievance Form.

2. If this concerns a financial matter involving student tuition and/or fees, contact the corporate office at 877-432-3555.

3. If this concerns a matter not covered in the previous two instances, complete this form in its entirety, and return to the Corporate Office at 1904 S. Main St. Suite 116 Wake Forest, NC 27587. Written correspondence should be directed to the attention of the Directors and clearly marked as "Confidential".



To file a grievance:

1. All students are issued a "Student Grievance Form" upon registration. Additional copies may be found in the Student Handbook or you may obtain one from the Corporate Office located at 1904 S. Main St. Suite 116 Wake Forest, NC 27587. Fill it out completely, stating your grievance in full, and return it to the Corporate Office.

2. If it is determined that you have a valid grievance, a Director will contact you in writing via email or USPS if an email address is not provided, within 10 business days of receiving your Grievance Form.

3. Be advised that this Grievance Protocol does not substitute or in anyway nullify the school's published Refund Policy.