



Complaint Policy:

Any student who believes he or she has a grievance with JARC is entitled to file a written complaint within one year of the alleged incident. The Superintendent shall acknowledge within 20 days receipt of such written complaint. The Superintendent shall issue a written finding as to whether there is good cause to initiate disciplinary proceedings in accordance with the provision of the Private Business and Vocational Schools Act. The Superintendent shall furnish such findings to the person who filed the complaint and to the chief operating officer at JARC.

JARC will resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances having been filed with the school or the Superintendent.

JARC shall maintain a written record of its handling of all student complaints.

Complaints may be registered at one of the addresses below:

Illinois State Board of Higher Education
Private Business and Vocational Schools
431 E. Adams
Springfield, IL 62701
217-782-2551