



**METRO DETROIT
BARBER COLLEGE**

Metro Detroit Barber College Student Grievance (Complaint) Form

Student Name:

Date:

Summary of Complaint (attach extra sheet as needed):

Grievance Policy (Complaints)

Any student having a complaint (i.e., regarding the instruction or the general operation of the college) should express their concerns to their instructor and/or college management. If any student does not feel the outcome of such is satisfactory, they should use the school grievance policy/ forms to submit a formal complaint/ grievance. This would apply to a student believing they were unfairly graded, discriminated against, unfairly treated, or harassed in any way. The grievance policy is as follows:

1. Complaints about students or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution.
3. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:
4. Michigan State Board of Barber Examiners, P.O. Box 30018, Lansing, MI 48909 phone (517) 241-0199.

Metro Detroit Barber College does not require a student to exercise or exhaust his or her rights under the above procedure before filing a complaint with NACCAS or another regulatory body if such requirement violates applicable laws or regulations.

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