

COMPLAINTS/INQUIRIES

Attach a copy of the school's complaint/inquiry policy and procedures which is displayed, or will be displayed, in a clearly visible location at the school and at all branch and additional classroom sites. The policy and procedures must cover, at a minimum, the following:

- (1) a statement that the school does not have any policy nor acts in any manner which discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Executive Director of the Office of Higher Education,
- (2) the school's procedure for resolving complaints regarding the schools operation, and
- (3) the filing of inquiries or complaints, with the Executive Director of the Office of Higher Education, 450 Columbus Boulevard, Suite 707, Hartford, CT 06103, (860)1816.