



Maalot Institutes of Torah
6530 N. 7th St. Phoenix, Arizona 85014
(480) 454-7228 maalotcollege.org

Student Grievance Form

Date of form submission _____ **Name** _____

Student Grievance Procedure: This form should be used when a student has a general non-academic grievance with the Institution. Please take the following steps and read the instructions before submitting this form:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. Contact information for each Administrator is available in the Catalog. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to the "Administrator" Campus President, or designee. Administrator or designee shall have five (5) business days in which to investigate and address the grievance.
3. Should Administrator or designee fail to or unacceptably address the grievance, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.

If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board Address is:

1740 W. Adams Street, Suite 3008
Phoenix, Arizona 85007
602-542-5709
Website: www.ppse.az.gov

Describe the issue: Include the dates, important details and names, if relevant to the complaint.

If you need more space, please attach another sheet or copies of documents relevant to complaint.

Signature _____

PLEASE MAIL THIS FORM TO Maalot College (address above) to the attention of Dr. Sharon Lite, Director of Operations.

For office use only

Date received _____

Name of person receiving this form _____

Resolution, attach a copy of the notice sent to student: _____

Date student notified of resolution _____ **Signature of Dean/Director** _____

Student accepted resolution of the complaint **Student forwarded the complaint to ppse.az.gov**