



# Pennsylvania Department of Education

## Pennsylvania State Board of Private Licensed Schools Student Complaint Form

In accordance with the Private Licensed Schools Act, the Pennsylvania Department of Education, Division of Postsecondary Proprietary Training, investigates complaints from students regarding training providers authorized to operate by the State Board of Private Licensed Schools when a violation of the Act or supporting regulations appears possible.

In accordance with the Private Licensed Schools Act, a training provider authorized by the State Board of Private Licensed Schools is required to implement a student complaint procedure. As this is a mandated requirement, students are expected to follow the school's defined complaint procedure prior to submitting their complaint to the Department.

In addition to the following information, students are also asked to provide:

- A copy of the student's enrollment agreement
- Documented evidence of the school's complaint procedure being followed
- Documented evidence in support of the complaint

Please email this completed form, along with the necessary supporting documentation, to [RA-PLS@pa.gov](mailto:RA-PLS@pa.gov).

Name:

Address 1:

Address 2:

City, State Zip Code:

Phone Number:

Email:

Institution:

Address 1:

Address 2:

City, State Zip Code:

Enrolled Program:

Start Date:

Anticipated Graduation Date:

Please provide the names and titles of the school representatives with whom you have had contact to resolve your concerns and the results of those communications.

Please explain the complaint to be investigated. Dates, times, locations, and individuals involved may be important, so please be sure provide as much detail as possible. If you reference written correspondence or documents in your explanation, please be sure a copy of the correspondence or documentation is attached. Photos, screenshots, and documents may be submitted as evidence.

I attest that I have followed the school's complaint procedure, and that the school has been unable to resolve my concerns.

I have attached a copy of my enrollment agreement, along with evidence to support the complaint and evidence to support following the school's complaint procedure.

Pursuant to 18 Pa. C.S. 4904(a), and under penalty of perjury, I declare the foregoing to be true and correct to the best of my knowledge. I also grant PDE permission to release my name and complaint details to the institution.

Student/Complainant Signature:

Date: