

NOTICE OF STUDENT RIGHTS

1. **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Please refer to the "REFUND POLICY" published on pages 14-15 of this catalog

4. Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary Education, Address: or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 431-6959, **Toll Free:** (888) 370-7589 Fax: (916) 263-1897 Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

GRIEVANCE PROCEDURE: It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.

2. Deliver all forms to your immediate instructor.

3. If you are unable to deliver the form to the Instructor in charge you may deliver it to the Director/ Owner: **MS. ARUNI BLOUNT 920 Atlantic Ave. Suite. 200 LONG BEACH, CA. 90813**

4. All grievances regardless of the nature will be turned over to the owner and reviewed.

5. The Supervisor will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours by the owner.

6. **A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-Free # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov**

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600