

FAMOUS CUTZ ACADEMY

Grievance Policy

Purpose:

Famous Cutz Academy is committed to maintaining a fair, respectful, and professional learning environment. Students have the right to express concerns, complaints, or grievances regarding any aspect of their education, including instruction, grading, policies, discrimination, or other issues affecting their experience.

Step 1: Informal Resolution

Students are encouraged to first discuss their concern directly with the instructor or staff member involved, as many issues can be resolved quickly through open communication.

If the issue is not resolved informally, the student may proceed to the formal grievance process.

Step 2: Formal Grievance Submission

If the student is not satisfied after the informal step, they must submit a written grievance within 10 business days of the incident.

The written grievance should include:

1. Student's full name and contact information
2. Date(s) of the incident
3. Description of the concern or complaint
4. Names of individuals involved (if applicable)
5. Desired resolution or outcome

The written grievance must be submitted to the School Director or Administrative Office.

Step 3: Review and Response

The School Director (or designated representative) will review the grievance and may meet with the student and any involved parties.

A written response will be provided to the student within 10 business days of receipt of the grievance.

Step 4: Appeal Process

If the student disagrees with the decision, they may appeal in writing to the Owner or School Administrator within 5 business days of receiving the decision.

A final review will be conducted, and a final written decision will be issued within 10 business days.

This decision will be considered final and binding within the school.

Step 5: External Complaint

If the student has followed the internal grievance procedure and still feels the issue remains unresolved, they may contact the state licensing agency that regulates barber schools in Arizona:

Arizona State Board of Barbers

1740 W. Adams Street, Suite 4400

Phoenix, AZ 85007

Phone: (602) 542-4498

Website: <https://barberboard.az.gov>

This grievance policy complies with the standards set forth by the Arizona State Board of Barbers. Students are encouraged to first exhaust the school's internal process before submitting a complaint to the Board.

Non-Retaliation

Students who file a grievance or complaint in good faith will not be subject to retaliation, intimidation, or adverse treatment of any kind.



STUDENT NAME PRINTED

DATE

STUDENT SIGNATURE

DATE