

GRIEVANCE PROCEDURE



The following is the grievance procedure to be followed by students who may have a question or concern that may need discussion or a resolution.

If you are not satisfied with any part of your training, or you have a problem/complaint with the school, the instructors, or administration we ask that you first approach your instructor; then, if necessary, the school director. If the problem continues, you should immediately provide the school with a written notice describing why you believe that the training is inadequate or inappropriate. If you are still not satisfied that your complaint has been answered, you may contact the Director of Administration at 2051 S. Meridian, Wichita, Kansas 67213.

These steps should be followed to properly resolve any grievance at Wichita Technical Institute. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission Complaint Form is available at the school and may be obtained by contacting the Director of the school.