ACHENA Complaint Form

ACHENA accepts and reviews complaints about ACHENA-accredited or candidate programs that allege violations of ACHENA [eligibility requirements or accreditation standards](https://achena.org/refresh/wp-content/uploads/2022/03/ACHENA-Eligibility-Accreditation-Manual-3-12-22.pdf), or ACHENA [policies or procedures](https://achena.org/refresh/wp-content/uploads/2022/02/ACHENA-Policies-and-Procedures-Manual.pdf). (Click on hyperlinked text for more information)

ACHENA requires that a person follow the school’s established policies and procedures for submitting a complaint. Generally, the complaint process will be spelled out in the Student Handbook which should be posted on the school’s website. If a person has exhausted the school’s complaint process without satisfaction, the complaint may be submitted to ACHENA for consideration.

|  |
| --- |
| Please answer the following questions to determine if the complaint is eligible for ACHENA consideration:Have you followed the school’s complaint process? Yes [ ]  No [ ] Were you satisfied with the outcome of the complaint process? Yes [ ]  No [ ] Was the timeframe of the violation/ complaint within past 5 years: Yes [ ]  No [ ] If you answer no to any of these questions, the complaint is not eligible for ACHENA consideration. |

Name of person, group or legal entity submitting the complaint: Click or tap here to enter text.

Name of school against which the complaint is being filed: Click or tap here to enter text.

Describe how the school has violated one or more of ACHENA's Eligibility Requirements, Accreditation Standards, policies or procedures. Click or tap here to enter text.

**Attestation of Complainant:**

I attest that all information included in this complaint is true. I understand that, in accordance with ACHENA’s complaint policy, this complaint and all documentation included, will be provided to the school.

Signature: Type your name in the box to indicate your signature: Click or tap here to enter text.

Date Click or tap here to enter text.

Preferred method of contact: Click or tap here to enter text.