

 MAKE YOUR LIGHT SHINE BRIGHTER

2024 Catalog

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 Munster IN 46321 Olympia Fields IL 60461

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 Jeremi.edu

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# WELCOME

Welcome to Jeremi College (JC). The Administration and staff look forward to working with you during your career and skills development studies. This School Catalog provides you with general information about the school and outlines the policies of Jeremi College. You are responsible for carefully reading and understanding the information contained herein. Please feel free to ask questions if you need better clarification.

Along with your enrollment agreement and your program syllabus, this catalog will govern what we expect of you. It also guides what you should expect from our administration and staff.

We are excited that you have chosen JC. Not only will you be provided with independent attention and assistance throughout your educational career, but you will also become a lifetime member of the JC alumni family.

MAKE YOUR LIGHT SHINE BRIGHTER

Sincerely,

Sandra Dafiaghor

**Sandra Dafiaghor, PhD**Director

# Administration and Office Staff

***Administrative Staff:***

Dr. Sandra Dafiaghor-Director, PhD

Dr. Tiffany Brack-Administrator, DBA

Patricia Bell-Director of Outreach & Recruitment

Kingsley Mukoro-Director of Operations

Yvette Bell-Registrar

Ansel Dafiaghor-Marketing Specialist

Maricela Garcia-Student Services

Ahmed Mohamed-IT Support Specialist

Ejiro Mukoro-IT Support/Records

# Faculty/Instructors

***Instructors:***

Claudia Stinson-Lead Instructor

Trina Ellis-Childs-Instructor

Jennifer Green-Instructor

Lena Kennedy-Instructor

V. Louise Law-Instructor

Lauren Watson-Instructor

Julian Wiley-Instructor

Yolanda Staff - Instructor

# Our Mission

To equip students with the knowledge, skills, and confidence to excel in their workplaces.

# Our Vision

To be globally renowned for the transformational impact our alumni have in their communities.

# Facility

The Munster Indiana School is located at 1544 W. 45th Street, Lower Level Room 1, Munster, Indiana 46321. The Olympia Fields Illinois School is located at 2601 Lincoln Hwy, Suite 107. There is ample off-street, paved parking at both locations. The schools are equipped with computer labs and equipment. The facilities include large classrooms equipped with desks, whiteboard, and projector. The buildings comply with all Federal, State, and local regulations. The Administration assures that the facilities will continue to be maintained and operated in compliance with all appropriate ordinances or laws.

# School Calendar

***Observed Holidays***

JC observes New Year’s Day, Martin Luther King Jr. Holiday, Memorial Day, Juneteenth, 4th of July, Labor

Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Holiday.

# Class Schedules/Start Dates

|  |  |  |  |
| --- | --- | --- | --- |
| **Class Schedule:**  |  |  |  |
| \*Online means that a student has the option to attend the class virtually for the lecture portion of class but will still be required to attend in person for the clinical portion of the program. |  |  |  |
| **Class Schedule:** |  |  |  |
| **Course**  | **Start Date** | **End Date** | **Time** | **Days** | **Class** | **Clock Hours** |
| CMA  | 1/16/2024 | 5/04/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 1/16/2024 | 4/15/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. |
| Computer Support Specialist, Clinical Medical Assisting Technologist | 1/15/2024 | 6/29/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 600 hrs. |
| PT | 1/15/2024 | 3/16/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 108 hrs. |
| CMA  | 2/19/2024 | 6/08/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 2/19/2024 | 5/11/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. |
| PT | 2/20/2024 | 4/20/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 108 hrs. |
| CMA | 3/19/2024 | 7/06/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 3/19/2024 | 6/8/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. |
| PT | 3/18/2024 | 5/18/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 108 hrs. |
| CMA | 4/15/2024 | 8/03/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 4/15/2024 | 7/06/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. |
| Computer Support Specialist, Clinical Medical Assisting Technologist | 4/16/2024 | 9/28/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 600 hrs. |
| PT | 4/16/2024 | 6/15/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 108 hrs. |
| CMA | 5/21/2024 | 9/07/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 5/21/2024 | 8/10/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. |
| PT | 5/20/2024 | 7/20/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 108 hrs. |
| CMA | 6/17/2024 | 10/05/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 6/17/2024 | 9/7/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. |
| PT | 6/18/2024 | 8/17/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 108 hrs. |
| CMA | 7/16/2024 | 11/02/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 7/16/2024 | 10/05/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. |
| Computer Support Specialist, Clinical Medical Assisting Technologist | 7/15/2024 | 1/04/2025 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 600 hrs. |
| PT | 7/15/2024 | 9/14/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 108 hrs. |
| CMA | 8/19/2024 | 12/07/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 8/19/2024 | 11/09/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. |
| PT | 8/20/2024 | 10/19/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 108 hrs. |
| CMA | 9/17/2024 | 1/11/2025 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 9/17/2024 | 12/7/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. |
| PT | 9/16/2024 | 11/16/2024 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 108 hrs. |
| CMA | 10/14/2024 | 2/08/2025 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 10/14/2024 | 1/11/2025 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. |
| Computer Support Specialist, Clinical Medical Assisting Technologist | 10/15/2024 | 4/05/2025 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 600 hrs. |
| PT | 10/15/2024 | 12/14/2024 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 108 hrs. |
| CMA | 11/19/2024 | 3/15/2025 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 11/19/2024 | 2/15/2025 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 140 hrs. |
| PT | 11/18/2024 | 1/25/2025 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 108 hrs. |
| CMA | 12/16/2024 | 4/13/2025 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. Instruction/140 hrs. Externship |
| CompTIA A+ | 12/16/2024 | 3/15/2025 | 5PM - 9PM | Mon/Wed/Sat | Online or In-Person | 140 hrs. |
| PT | 12/17/2024 | 2/24/2025 | 5PM - 9PM | Tues/Thurs/Sat | Online or In-Person | 108 hrs. |

***2024 Scheduled Start Dates***

|  |
| --- |
| **Start Date Mon/Wed/Sat** |
| Computer Support Specialist/ Clinical Medical Assisting Technologist/PT 1/16/2024 |
| CMA/CompTIA 2/19/2024 |
| PT 3/18/2024 |
| CMA/CompTIA 4/15/2024 |
| PT 5/20/2024 |
| CMA/CompTIA 6/17/2024 |
| Computer Support Specialist/ Clinical Medical Assisting Technologist /PT 7/15/2024 |
| CMA/CompTIA 8/19/2024 |
| PT 9/16/2024 |
| CMA/CompTIA 10/14/2024 |
| PT 11/18/2024  |
| CMA/CompTIA 12/16/2024 |
|  |
| **Start Date Tues/Thurs/Sat** |
| CMA/CompTIA 1/16/2024 |
| PT 2/20/2024 |
| CMA/CompTIA 3/19/2024 |
| Computer Support Specialist/ Clinical Medical Assisting Technologist /PT 4/16/2024 |
| CMA/CompTIA 5/21/2024 |
| PT 6/18/2024 |
| CMA/CompTIA 7/16/2024 |
| PT 8/20/2024 |
| CMA/CompTIA 9/17/2024 |
| Computer Support Specialist/Clinical Medical Assisting Technologist /PT 10/15/2024 |
| CMA/CompTIA 11/19/2024  |
| PT 12/17/2024 |

# Registration/Administration Requirements

JC does not discriminate in student admissions or in student decisions, or in all other segments of the school community on the basis of race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, in the educational programs and activities which it operates.

The College is prohibited from discrimination in such manner by applicable laws. Because of legal and ethical factors impacting the healthcare education, additional standards and requirements are placed on the student that may not be typical of other academic majors.

Therefore, applicants must meet the following requirements:

* Be at least 18 years of age or, if not, have parental permission in writing
* Be a US Citizen or Resident
* Have a high school diploma or GED
* Attend an Informational Session
* Complete an Application for Admission
* Attend a mandatory orientation session
* Submit a signed enrollment agreement.
* Submit a criminal background check application\*

\*Background checks are required by law and is the first step towards the certification process. The results of this background check will be sent to you. If the charges are listed “pending” you may continue in the class. If, after a more extensive investigation, the results show evidence of one or more of the criminal behavior which would prohibit employment in the Healthcare or IT field, you will be advised in writing of what recourse you may have. Until the conclusion of the extensive investigation and possible hearing, you will not be permitted to take the certification exam. If you have had a criminal background check within six months of your expected exam date, you must bring a confirming document to the instructor.

# Programs Offered

Jeremi College currently offers five programs. The programs offered are Clinical Medical Assistant, CompTIA A+, Phlebotomy Technician, Computer Support Specialist, and Clinical Medical Assisting Technologist.

|  |  |
| --- | --- |
| **Course Program** | **Total Hrs.** |
| Clinical Medical Assistant  | 140 Instructional hours & 140 externship hours |
| CompTIA A+ | 140 clock hours |
| Phlebotomy Technician  | 90 clock hours  |
| Computer Support Specialist  | 600 clock hours |
| Clinical Medical Assisting Technologist  | 600 clock hours |

***According to the US Bureau of Labor and Statistics, the BLS wages are as follows:***

Clinical Medical Assistant: $37,190 annually

Phlebotomy Technician: $37,380 annually

CompTIA A+/Computer Support Specialist: $57,910 annually

Computer Support Specialist: $57,890 annually

Clinical Medical Assisting Technologist: $38,270 annually

***Clinical Medical Assistant (CMA)***

Students in the CMA program will be able to do the following at the course completion:

This course prepares medical assistant students to be multi-skilled allied health professionals specifically

trained in administrative, laboratory and clinical procedures for the duties of a medical assistant in doctors’ clinics and hospitals. Students will learn clinical procedures including administering medications, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining a clean clinical environment. Medical assistants perform routine clinical tasks to keep the medical offices running efficiently. Clinical duties may include taking medical histories of patients, recording vital signs, explaining treatment procedures, preparing patients for a variety of medical procedures, and assisting the physician with routine office procedures.

***CompTIA A+***

Students in the CompTIA A+ program will be able to do the following at the course completion: Identify, use, and connect hardware; Install and support operating systems; Troubleshoot PC and mobile devices; Networks include TCP/IP and SOHO; Device and network security; Install and configure PC’s and mobile devices; Compare/contrast cloud computing; Set-up client virtualization

Prepare competent entry-level CompTIA A+ in the Cognitive (knowledge), Psychomotor (skills), and Affective (behavior) learning domains.

Prepare graduates for a career in IT from entry-level PC computer service technicians.

***Phlebotomy Technician***

The Phlebotomy Technician course provides instruction in Phlebotomy. Phlebotomists draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. Students will learn the anatomy of the vascular system as well as perform basic phlebotomy procedures. They will learn how to draw blood, about the body associated with blood draws, and will be performing blood draws in the skills portion of their course. The course teaches the student the fundamentals necessary to become a Certified Phlebotomy Technician.

***Computer Support Specialist***

Students in the Computer Support Specialist program will be able to do the following CompTIA A+ skills at the course completion: Identify, use, and connect hardware; Install and support operating systems; Troubleshoot PC and mobile devices; Networks include TCP/IP and SOHO; Device and network security; Install and configure PC’s and mobile devices; Compare/contrast cloud computing; Set-up client virtualization

The CompTIA Network+ certification verifies that the successful candidate has the knowledge and skills to establish network connectivity by developing wired and wireless devices, understand and maintain network documentation, monitor network activity, identify performance and availability issues, manage, configure and troubleshoot network infrastructure, understand the purpose of network services, basic data center, cloud and virtual networking, and implement network hardening techniques. The student will participate in Work Based Learning where they take the skills and information they learned and apply it in a real world situation to gain experience in field. Program is 600 clock hours.

***Clinical Medical Assisting Technologist***

Students in the Clinical Medical Assisting Technologist program will be able to do the following at the course completion: The course prepares Clinical Medical Assisting Technologist students to be multi-skilled allied health professionals specifically trained in administrative, laboratory and clinical procedures for the duties of a medical assistant in doctors’ clinics and hospitals. Students will learn clinical procedures including administering medications, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining a clean clinical environment. Medical assistants perform routine clinical tasks to keep the medical offices running efficiently. Clinical duties may include taking medical histories of patients, recording vital signs, explaining treatment procedures, preparing patients for a variety of medical procedures, and assisting the physician with routine office procedures.

The students will become certified in Phlebotomy Technician and Clinical Medical Assistant along with learning electronic health records. The students will gain the knowledge and experience needed to be successful in their chosen field. The student will complete an externship at the end of their program to gain knowledge and experience to better equip them for employment.

# Tuition Fees and Costs

The tuition and fees for attending Jeremi College vary per program. The Clinical Medical Assistant cost is $4,980 for the 16-week program (140 hours of instruction and 140 hours of externship). The CompTIA A+ cost is $4,980 for the 12-week program (140 hours). The Phlebotomy Technician cost is $3,650 for the 9-week program (108 hours). The Computer Support Specialist program costs $10,000 and is 600 clock hours. The Clinical Medical Assisting Technologist program cost $12,000 and is 600 clock hours. Tuition includes all books, National certification exams and laptops. All students are given books and a laptop to use for the completion of their program.

# School Policies

***Entrance Requirements***

JC does not discriminate in student admissions or in student decisions, or in all other segments of the school community on the basis of race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, in the educational programs and activities which it operates.

The College is prohibited from discrimination in such manner by applicable laws. Because of legal and ethical factors impacting the healthcare education, additional standards and requirements are placed on the student that may not be typical of other academic majors.

Therefore, applicants must meet the following requirements:

* Be at least 18 years of age or, if not, have parental permission in writing
* Be a US Citizen or Resident
* Have a high school diploma or GED
* Attend an Informational Session
* Complete an Application for Admission
* Submit a signed enrollment agreement.
* Attend mandatory orientation session
* Submit a criminal background check application\*

\*Background checks are required by law through the Indiana State Police Department and is the first step towards the certification process. The results of this background check will be sent to you. If the charges are listed “pending” you may continue in the class. If, after a more extensive investigation, the results show evidence of one or more of the criminal behavior which would prohibit employment in the Healthcare field, you will be advised in writing of what recourse you may have. Until the conclusion of the extensive investigation and possible hearing, you will not be permitted to take the certification exam. If you have had a criminal background check within six months of your expected exam date, you must bring a confirming document to the instructor.

***Attendance Policy***

***Program Attendance Policy:***

Students are expected to attend class meetings or other activities assigned as a part of a course of instruction regularly.  Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the JC attendance record. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated.  If the option for making up work exists for anticipated or unexpected absences, the student is responsible for consulting with instructors to make necessary arrangements immediately upon his/her return.  Students will be held accountable for missed classes/activities.  Missed class/activity sessions may jeopardize successful course completion. While not mandatory, most instructors, if not all, will usually notify a student, at least once, to alert them to their current status.

***Make Up Work***

It is the responsibility of the student to make up any missed school work or missed skills. The student must contact their instructor and make arrangements to make up any missed skills and missed coursework in order to stay current in their class. The student needs to contact the Administrator of Student Services when they are going to miss class or skills so that they can track the absence.

***Tardiness***

Students who attend JC are expected to attend class on time and for the duration of the class period. The student is responsible for any make up work that they miss if they are tardy to class and have to check with their individual instructor for any make up work that may be required. If excessive tardiness is occurring, then the student may get advised on their attendance. Actions for tardiness is at the discretion of their instructor.

***Conditions of Dismissal***

Students who violate any rules regulated by JC may be dismissed from the school.

***Re-entry Policy***

Students who have dropped from JC may be able to re-enter into their program. They must contact the school and let them know that they are ready to return to the school and resume their program. Students are recommended to write a letter to the school explaining why they dropped and what has changed in their lives to make the successful and graduate.

# Grading System

Evaluation and Grade Determination

Student performance is evaluated utilizing the following analysis:

* Attendance and class participation (40%)
* Quizzes (20%)
* Labs and hands-on skills session (20)
* Final Exam (20%)

It is vital that each student recognize that each class is a pass/fail class with no exceptions.

Students are required to show progress during the program of study by maintaining not less than

78% on quizzes and labs to maintain satisfactory progress and remain in good standing. Those students who fail to maintain at least a 78% average will be placed on academic probation for a period of 30 days.

During the probationary period, students are encouraged to make every effort possible to improve

and reach a minimal level of 78%. Students who fail to meet the requirements during the

probationary period will be advised that their training is terminated.

100-93 A [Excellent]

92-86 B [Above Average]

85-78 C [Average]

77-70 D [Below Average]

Below 70 F [Failing]

The purpose of the grading system is to establish policies and standards that are fair to all students.

It is also to ensure that all courses include an effective and uniform policy for assessing and

awarding grades. The grading system and course weights for each course are explained to students

by the instructor at the beginning of the class.

# Academic Advising

JC offers support for students from the first day of class through graduation. Jeremi College staff help students chart an education plan toward success. Staff assist students with

setting goals, choosing career pathway or professional certificate to pursue. They aid in creating

an education plan, connecting with essential support services, planning for the next step in the

career pathway, and finding extracurricular groups related to a chosen career field.

# Tutoring

Jeremi College provides numerous opportunities for students to receive help with their academic work. Students can make appointments with tutors. They can also learn about additional tutoring opportunities by visiting the school office where peer and professional tutors are available to help in a wide range of subjects

# Types of Federal Financial Assistance

There are no Federal Financial assistance programs at the moment.

***Available Financial Assistance (INDIANA)***

**Next Level Jobs Workforce Ready Grant**

For Hoosiers, the Next Level Jobs Workforce Ready Grant provides statewide training in high-paying, in-demand industries like Health & Life Sciences and IT & Business Services. The Workforce Ready Grant pays the tuition and mandatory fees for eligible [high-value certificate programs](https://nextleveljobs.org/job-seeker/available-job-training/) at [approved training providers](https://nextleveljobs.org/providers/).

**WorkOne Northwest Indiana - Tuition Assistance**

WorkOne has helped hundreds of Northwest Indiana citizens with paid training opportunity scholarships.  Potential students can consult with their local WorkOne about accessing training at little or no cost.  A WorkOne career advisor will work with the student to determine eligibility for scholarships and training opportunities.

**United Way**

United Way offers funding for students who reside in Lake County Indiana and meet certain qualifications which vary from person to person.

***Available Financial Assistance (ILLINOIS)***

**The Workforce Development Department at South Suburban College**

Workforce Innovation & Opportunity Act (WIOA) Program is designed to provide individuals of the West and South Suburbs of Cook County with workforce opportunities in career choices, training, work experience and job search assistance. The WIOA Program is funded through Chicago Cook Partnership.

The following are the WIOA Programs available based upon eligibility and suitability:

Dislocated Worker Program (ages 18+) – Individuals who are eligible for or have exhausted unemployment insurance

Adult Program (ages 18+) – Priority of services are given to public assistance recipients or other low-income individuals

Youth Program (ages 17-24) – Low income individuals with a barrier to employment

The Workforce Development Department is located in Room 5500 on the Oak Forest Campus. Office hours are Monday thru Friday 9:00 a.m. – 5:00 p.m. Summer office hours are Monday thru Thursday 9:00 a.m. – 5:00 p.m. Telephone at (708) 596-2000 ext. 6066 or by fax at (708) 210-5784.

**The South Suburban Cook County American Job Center at Prairie State College**



#

# Cancelation and Refund Policy

The Student has 6 days after being admitted to cancel the enrollment agreement. The student should submit a written cancellation request to the School Director.

**REFUND POLICY - ILLIONIOS**

1. Schools shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

A. When notice of cancellation is given before midnight of the sixth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;

B. When notice of cancellation is given after the student’s completion of the first day of class attendance, but prior to the student’s completion of 5% of the course of instruction, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges and, excluding the cost of any Laptop, books or materials which have been provided by the school.

D. When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges.

1) All other schools regulated under this Section may retain an amount computed prorate by days in class plus 10% of the tuition and other instructional charges up to completion of 60% of the course instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

2) A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

3) Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

5) Deposits or down payments shall become part of the tuition.

6) All student refunds shall be made by the school within 30 calendar days from the recipient of the student's cancellation.

8) A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school more than 5 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation date shall be last day of attendance.

9) A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.

10) A school shall refund all monies paid to it any of the following circumstances:

a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin

b. the school cancels or discontinues the course of instruction in which the student has enrolled;

c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

11) A school must refund any book and materials fees when: (a) the book and materials are returned to the school unopened and unmarked; and (b) the student has provided the school with a notice of cancellation.

**REFUND POLICY – INDIANA**

 The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
2. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
3. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
4. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
5. ) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
6. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
7. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
8. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
9. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
10. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund. Student Protection Fund IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed “Student Complaint Form.” This form can be found on OCTS’s website at <http://www.in.gov/dwd/2731.htm>.

Student Protection Fund IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed “Student Complaint Form.” This form can be found on OCTS’s website at http://www.in.gov/dwd/2731.htm.

**WITHDRAWALS**

Students may drop courses during the first seven days from the start date of class for main session (or equitable time period for special sessions) without incurring a penalty.

After the first seven days of the start of class for main session (or equitable time period for special sessions), no refunds will be allowed.

REFUNDS

Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed during the first seven days from the start of class for main session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student withdraws after the first seven days of class.

REFUNDS – NO-SHOW WITHDRAWAL / NO SHOW 1 DAY (NSW AND NS1)

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1's). Students will be held accountable for the payment of tuition and fees of NSW/NS1 courses.

NON-REFUNDABLE FEES

The following fees associated with course registration are non-refundable. They include, but are not limited to: Partial Payment Fees

Lab Fees (Lab fees may be refunded if courses are dropped before the term begins

***Withdrawal Policy***

A grade of W (withdrawn) will not be considered as successful course work completion. It will be

counted as course work attempted.

# Student Conduct Policy

To maintain order and efficiency during training, JC requires students to abide by the rules. Any

of the following will be cause for disciplinary action up to and including immediate dismissal of

the student:

1. Bringing drugs or alcohol onto the School property.

2. Violating safe clinical practices.

3. Academic dishonesty.

4. Insubordination, (failing to comply with the instructions of instructor or School

employee).

5. Participating in illegal acts on or off School property, while in training.

6. Fighting or using vulgarity.

7. Being under the influence of intoxicating drugs or alcohol.

8. Disrupting instruction or training

# Academic and Classroom Misconduct

The instructor has the primary responsibility of maintaining classroom decorum and academic integrity. Hence, the instructor has the authority to order the temporary removal or exclusion of any student engaged in disruptive behavior in violation of the general rules and regulations of Jeremi College. Extended or permanent expulsion from the school or further disciplinary action will be determined by JC through appropriate procedures. Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Academic misconduct includes but are not limited to the following practices:

* **CHEATING**, including but not limited to unauthorized assistance from the material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
* **PLAGIARISM**, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the source.
* **PURCHASING OR OTHERWISE OBTAINING** prewritten essays, research papers, or materials prepared by another person or agency that sells term papers of other academic materials to be presented as one’s own work.
* **TAKING AN EXAM** for another student. Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor. Upon discovery of a student’s participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign a failing grade.

Jeremi College students accept full responsibility for the quality and authenticity of the submitted course work. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The instructor will inform the Instructor of the violation, and the Instructor will forward written notice of the violation to the School Director, who will keep records of the incident. If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result, the student may appeal the case through the following procedures:

The student may discuss the case with the School Director.

* If the student seeks a further appeal, he/she may ask the Instructor to contact the School Director, who will determine any additional steps to be taken.

# Disciplinary Procedures

JC students are citizens of the state, local, and national governments, and of the academic community. Therefore, they are expected to conduct themselves as law-abiding members of the community. Through appropriate due process procedures, JC disciplinary measures shall be imposed for conduct that adversely affects JC’s pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people at the school or on school controlled property. Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

**CONDUCT DANGEROUS TO OTHERS**.

Any conduct that constitutes a danger to any person’s health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.

* **HAZING**. Any intentional or reckless act in Indiana on or off the property of any post-secondary institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student’s psychological or physical health or safety.
* **DISORDERLY CONDUCT**. Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or that unreasonably disturbs other groups or individuals.
* **OBSTRUCTION OF OR INTERFERENCE WITH JC ACTIVITIES OR FACILITIES**. Any intentional interference with or obstruction of any School activity, program, event, or facilities, including the following:
	+ Any unauthorized occupancy of School or School-controlled facilities or blockage of access to or from such facilities.
	+ Interference with the right of any school staff member or other authorized people to gain access to any School or School-controlled activity, program, event, or facilities.
	+ Any obstruction or delay of a staff member, authoritative agency firefighter, or any School official in the performance of his/her duty.
* **MISUSE OF OR DAMAGE TO PROPERTY**. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to JC including but not limited to heavy equipment, computers, fire alarms, fire equipment, telephones, School keys, resource materials, and/or safety devices; and any such act against a member of JC or a guest of JC.
* **THEFT, MISAPPROPRIATION OR UNAUTHORIZED SALE OF PROPERTY**. Any act of theft, misappropriation or sale of Jeremi College property, or any such act against a member of Jeremi College or a guest of JC.
* **MISUSE OF DOCUMENTS OR IDENTIFICATION CARDS.** Any forgery, alteration of, or unauthorized use of Jeremi College documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information relating to a student’s admission, enrollment, or status at the School.
* **FIREARMS AND OTHER DANGEROUS WEAPONS**. Any possession of or use of firearms or dangerous weapons of any kind.
* **EXPLOSIVES, FIREWORKS, AND FLAMMABLE MATERIALS**. The unauthorized possession, ignition, or detonation of any object or article that could cause damage by fire or any other means to people or property, or possession of any substance that could be considered to be and used as fireworks.
* **ALCOHOLIC BEVERAGES**. The use and/or possession of alcoholic beverages is not allowed on Jeremi College owned or controlled property.
* **DRUGS**. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance. Student and instructor safety is of utmost importance; therefore, all students are subject to random drug screening at any time as may be requested by the School.
* **GAMBLING.** Gambling in any form.
* **FINANCIAL IRRESPONSIBILITY**. Failure to promptly meet financial responsibilities to Jeremi College, including but not limited to passing a worthless check or money order in payment to Jeremi College or to a member of Jeremi College acting in an official capacity.
* **UNACCEPTABLE CONDUCT IN HEARING**. Any conduct at Jeremi College hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.
* **FAILURE TO COOPERATE WITH JC OFFICIALS OR STAFF MEMBERS**. Failure to comply with directions of the School officials acting in the performance of their duties.
* **ATTEMPTS AND AIDING AND ABETTING THE COMMISSION OF OFFENSES**. Any attempt to commit any of the preceding offenses of the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission).
* **VIOLATIONS OF STATE OR FEDERAL LAWS**. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and rules are incorporated herein by reference.
* **VIOLATION OF GENERAL RULES AND REGULATIONS**. Any breach of the general rules and regulations of JC as published in any official JC publication, including the intentional failure to perform any required action or the deliberate performance of any prohibited action.

**DISCIPLINARY ACTION**

Disciplinary action may be taken against a student for violations of the above regulations that occur on owned, leased, or otherwise controlled property or that occur off-campus when the conduct impairs, interferes with, or obstructs any School activity or the missions, processes, and functions of the School. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus that poses a substantial threat to people or property within Jeremi College. For the purposes of these regulations, a “student” shall mean any person who is registered for study at JC for any program session, including the externship period, and during any period while the student is under suspension from JC.

**DISCIPLINARY SANCTIONS**

Upon a determination that a student has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singular or in combination, by the appropriate JC officials:

* **RESTITUTION**. A student who has committed an offense against property may be required to reimburse Jeremi College or other owners for damage or misappropriation of such property. Any such payment in shall be limited to the actual cost of repair or replacement.
* **WARNING.** The appropriate JC official may notify the student that the continuation or repetition of specified conduct may be cause for other disciplinary action.
* **REPRIMAND**. A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have significant consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of Jeremi College, but that any further violation will result in more severe penalties. In addition, a reprimand does remain on file in the student’s academic record.
* **RESTRICTION**. A restriction upon a student’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent JC in any way, operate equipment, loss of student ID.
* **PROBATION**. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
* **SUSPENSION**. If a student is suspended, he/she is separated from Jeremi College for a stated period of time, with conditions for readmission stated in the notice of suspension.
* **EXPULSION/TERMINATION**. Expulsion entails a permanent separation from Jeremi College. The imposition of this sanction does become a part of the student’s permanent record and is a permanent bar to the student’s readmission to Jeremi College.
* **INTERIM OR SUMMARY SUSPENSION**. Though as a rule, the status of a student accused of violations of school regulations should not be altered until a final determination has been made in regard to the charges against the student. Summary suspension may be imposed upon a finding by the School Director or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the JC or its guests; destruction of property; or substantial disruption of classroom or other campus activities.
* **CASES OF ALLEGED SEXUAL ASSAULT**. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:
	+ Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
	+ Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

**DISCIPLINARY PROCEDURES**. Admission to Jeremi College implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening, which warrants a response by local law enforcement officials, will carry an immediate temporary suspension of the student from the School. If the court convicts the student, Jeremi College may expel the student solely on the findings of the criminal court. If Jeremi College does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

**DUE PROCESS PROCEDURES**. In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

* All complaints of alleged misconduct of a student shall be made in writing to the School Director. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
* The School Director shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.
* The student shall be notified in writing by the School Director that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.
* At the conference, the student shall be advised of the following: a. He/she may admit the alleged violation, waive a hearing in writing and request that JC officials take appropriate action. b. He/she may admit the alleged violation in writing and request adjudication before the School Director. c. He/she may deny the alleged violation in writing and request adjudication before the School Director. d. The date, time, and place of the hearing. e. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken. f. The names of witnesses scheduled to appear.
* The decision reached at the hearing shall be communicated in writing to the student. It shall specify the action taken by the School Director. Upon the request of the student, a summary of the evidence shall be provided to the student.
* The student shall be notified in writing of his/her right to appeal the decision of the School Director within five days of receipt of the decision.
* In cases of appeal, any action assessed by the School Director shall be suspended pending the outcome of the appeal. A copy of the final decision shall be mailed to the student.

**REINSTATEMENT**

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the School no earlier than 30 days from the date of termination. Students who did not pursue or win an appeal may be reinstated under special conditions.

**TERMINATION**

Students can be terminated for unsatisfactory progress, unsatisfactory attendance, and/or

breaking any School rules or conduct policies. Students may appeal the termination with the

School Director based upon extenuating circumstances.

# Student’s Right to Cancel

The student has the right to cancel the initial enrollment agreement until (5pm) of the (sixth) business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (30) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

# Consumer Information

 (ILLINOIS ONLY)

• The number of students who were admitted in the program as of July 1 of that reporting period. – 2 -

• The number of additional students who were admitted in the program during the next 0 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school. 2 - Institution received approval in 2022

• The total number of students admitted in the program during the 12-month reporting period. 2 - Institution received approval in 2022

• The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled. 2

• The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed. 2

• The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed. 1

 • The number of graduates who obtained employment in the field who did not use the school’s placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates). 1

• The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates). $20 per hour - Institution is seeking approval to provide services

# Technical Support

Jeremi College provides technical support at a minimum of 18 hours per day. Support staff is available from 6:00 am until 12:00 am 7 days a week.

# Grievance Procedure/Student Complaint Procedure

Most problems or complaints that students may have can be resolved through a personal meeting with JC staff. Grievances related to training must be submitted to the Instructor. Any grievance remaining unresolved after a review by the Instructor can be submitted in writing to the Director. Non-training related complaints must be submitted to the Director. The Instructor and/or Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. The written complaint should contain

(1) the nature of the problem(s),

(2) approximate date(s) that the problem(s) occurred,

(3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students,

(4) copies of important information regarding the problem(s),

(5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and

(6) student signature.

Complaints should be mailed to:

***Indiana Campus***

Jeremi College

 1544 W 45th Street, Suite 1, Lower Level

Munster, IN 46321.

***Illinois Campus***

2601 Lincoln Hwy, Suite 107

Olympia Fields IL 60461

If a student’s questions or concerns are not resolved to the student’s satisfaction, students may make complaints to:

INDIANA STUDENTS: Institution Accreditation and Compliance, Office for Career and Technical Schools

Indiana Department of Workforce Development

10 N Senate Ave SE 308

Indianapolis, IN 46204.

ILLINOIS STUDENTS: COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION online at [www.complaints.ibhe.org](http://www.complaints.ibhe.org).

Illinois Board of Higher Education,

1 North Old State Capitol Plaza, Suite 333 Springfield, Illinois 62701-1377

Phone: (217) 782-2551 \* Fax: (217) 782-8548 \* TTY: (888) 261-2881

If the response from both States’ agencies and JC fails to solve the student or employee’s situation and the student/employee wishes to pursue it further, the student may contact the following applicable accrediting agency:

Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 Phone: (800) 917-2081

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## Grievance Policy Form

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please be sure the address is correct, as documents will be mailed to the address listed)

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the Grievance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event being grieved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 In your own words, please explain what happened in a short and concise statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What outcome would you recommend from this grievance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received at Jeremi College’s office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **MAKE YOUR LIGHT SHINE BRIGHTER**