



Student's "Bill of Rights"

A "prospect" is an individual who expresses interest in our educational program. A "student" is a prospect who, relying on written representation we made to him/her, decides to enroll in our school. These representations are either mandated by the regulatory agencies that govern our industry, our accreditation agency or they might be part of our company policy. They are part of the school's Enrollment Agreement and the school catalog. As a supervisor, it is important that you know what these written representations are. By doing so, you will (a) ensure that you do not say anything that contradicts it; (b) help the student to meet his/her educational goals.

Observing the rights of students is not just a matter of complying with regulations. It is also a prudent business practice as the objective of our business is to optimize student referrals—and only satisfied students refer others.

1. **Right To Attend:** A student who has met the School's admissions criteria has the right to attend. If you disagree with the admissions criteria, then you have a right and obligation to bring this matter to the attention of management. However, once enrolled, a student has a right to attend—unless he/she fails to observe continued enrollment requirements such as SAP, bill payment, conduct, etc.
2. **Right To Qualified Instructor:** A student has a right to be instructed by a teacher who is qualified to teach. Conversely, a student has a duty to refrain from disrupting classes as this violates the rights of other students.
3. **Right To Environment Conducive To Learning:** A student has a right to a well-ventilated room; functioning equipment; and an encouraging learning environment free of harassment from staff or students.
4. **Right To Educational Assistance:** A student, and a graduate, has a right to ask for all reasonable assistance to meet his or her educational advancement. Beyond the minimum obligations we have, the level of assistance we can provide is limited only by our resources.
5. **Right To Cancel/Withdraw:** A student may withdraw for any reason, or no reason at all. While you must do everything you can to encourage students to continue attending, you should be aware that withdrawal is a fundamental student right.
6. **Right To Job Placement Assistance:** A graduate has a right to job placement assistance WHETHER SHE/HE HAS PAID HIS BILLS OR NOT.