

**Altierus Career College – Orange Park  
2017-2019 Catalog, Volume I, Version I  
Addendum Effective 08/30/2017**

■ **ADDENDUM:** The Orange Park campus is now accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The information has been added to the Accreditation, Licensure and Approvals section as well as the Student Grievance Procedure section as follows:

- Altierus Career College, Orange Park, is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of multiple campuses owned by Zenith Education Group. For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at [www.accsc.org](http://www.accsc.org).

**STUDENT GRIEVANCE PROCEDURE**

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the Campus Director. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at [studentservices@zenith.org](mailto:studentservices@zenith.org). A student filing a grievance will not be subject to adverse or unfair actions by any school official as the result of initiating the grievance.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Council for Independent Colleges and School or the Accrediting Commission of

Career Schools and Colleges. All complaints considered by the Council or the Commission must be in written form, with permission from the complainant(s) for the Council/Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council/Commission. Please direct all inquiries to:

Accrediting Council for Independent Colleges and School  
750 1<sup>st</sup> Street NE, Suite 980  
Washington, DC 20002  
(202) 336-6780  
(202) 842-2593 (fax)

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302,  
Arlington, VA 22201  
703-247-4212  
[www.accsc.org](http://www.accsc.org)