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## **PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS/ GRIEVANCES**

Interior Designers Institute maintains an "open door" policy for students. Any questions, problems or grievances should be discussed with either the Executive Director or the Controller.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 (toll free), (916) 263-1897 (fax).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

The Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Interior Designers Institute is approved by the Bureau of Private Postsecondary Education, approval to operate means compliance with state standards as set forth by the Bureau. For more information, please visit the bureau website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

In addition, following is the Accrediting Commission of Career Schools and Colleges' procedure for handling student complaints, a copy of which is posted on the bulletin board in the Student Lounge: "Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a published procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) for the 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 Commission."

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212