



NOTICE OF TERMINATION – RIGHT TO APPEAL

Date:

Dear

This letter is to inform you of the decision to terminate your enrollment in the Job Corps program based on the results of your Fact-Finding Board, as summarized below:

STUDENT NAME	SID#	FFB DATE	SEPARATION DATE
INFRACTION(S) RESULTING IN SEPARATION			
INFRACTION			SEPARATION CODE

You have the right to appeal this discipline separation to the Regional Appeals Board of the U.S. Department of Labor. Student appeals must be made within 30 calendar days of their separation. We have provided the attached Appeal Form should you desire to appeal. Timely appeals must be sent to the Regional Appeals Board as noted below:

Please contact the Center Student Human Resources department at should you have any questions regarding your separation or appeal rights.

Sincerely,

Center Director

Copy: SHRO – Student Conduct File

Mailed/Emailed to Student	
Date	SHRO Signature