



Northlands Job Corps Center

Notice of Right to Appeal

Date:

Dear

This letter is to inform you of the decision to terminate your enrollment with the Northlands Jobcorps Center, effective _____, based on the results of your Fact Finding Board. You were found guilty of the following charge(s):

I have reviewed the recommendation of the Fact Finding Board and have decided that you will receive a disciplinary discharge from the center.

You have the right to appeal this decision to the Regional Appeals Board of the U.S. Department of Labor. If you decide to appeal this decision, you have **thirty (30) days** in which to submit a written appeal statement. Please include this Notice of Right to Appeal along with your statement.

If you choose to appeal this decision, you must send your appeal statement via email to the Regional Appeals Board at the following address: BostonROAppealsBoard@DOL.GOV

Please remember that the appeal must be received by the Regional Appeals Board within thirty (30) days of your separation from the program or by _____. Appeal correspondence must be submitted electronically using your Job Corps email address. Appeal correspondence must be hand signed by the appellant, **only if you decide to appeal, and you do not use your assigned Job Corps email address.**

If you have questions regarding your discharge or how to appeal your discharge contact the CSO/SPO/CSIO at (include the phone number) for assistance.

Cordially,

Center Director
(Signature)

Date letter was mailed/emailed to the student

Student Signature

Student ID#

Date