NOTICE

STUDENT COMPLAINT POLICY

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: **S 4801**.

The school's programs are approved by TWC.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

Notification of Complaint to the Texas Workforce Commission:
Students who have a grievance or unresolved complaint regarding school programs or staff may contact the Texas Workforce Commission:
Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512-936-3100