NOTICE: STUDENT COMPLAINT POLICY
TEXAS CAMPUS

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commissions (TWC). **The TWC-assigned school number is: S4237**

The School's programs are approved by TWC, as well as Texas Higher Education Coordinating Board (THECB) and the Accrediting Council for Continuing Education and Training (ACCET).

Student 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.

Student 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 Career School and Colleges Website at: http://csc.twc.state.tx.us/

Information on filing a complaint with THECB can be found on the Website at: www.thecb.state.tx.us/studentcomplaints
The address for the rules governing student complaints is found: https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1 &sch=E&rl=Y

Unresolved grievance can be sent to:
Texas Workforce Commission
Career Schools and College, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
512-936-3100
www.texasworkforce.org/careerschoolstudents