

# **NOTICE**

## **STUDENT COMPLAINT POLICY**

Dear Students:

**This school has a Certificate of Approval from the Texas Workforce Commission (TWC) to operate a career school or college in the state of Texas. The TWC-assigned school number is: S4203.**

**The school's programs are approved by TWC Career Schools and Colleges.**

**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 Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.**

*This information is being provided to you in accordance with 40 TAC, Chapter 807, Section 807.301, School Policy Regarding Complaints.*