

## 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 5168**

**The school's programs are approved by TWC, as well as *(name(s) of other Texas state agencies, as applicable) and (name(s) of any relevant accrediting bodies)*.**

**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](http://www.texasworkforce.org/careerschoolstudents).**

22. A statement of policies and procedures regarding student grievances. The statement must direct unresolved grievances to:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: 512-936-3100  
[texasworkforce.org/careerschools](http://texasworkforce.org/careerschools)