

## **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 S2689.

The school's programs are approved by the TWC, as well as the Texas Higher Education Coordinating Board and The Accrediting Counsel of Independent Colleges and Schools.

Students must address their concerns about this school or any of its educational programs by following the grievance procedure 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, can file a formal complaint with the TWC, as well as with other relevant agencies or accreditors.

Information on filing a complaint with the TWC can be found on the 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.*