

**NOTICE OF STUDENT COMPLAINT POLICY**

Dear Students:

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

**The TWC-assigned number is: S0107**

**The school's programs are approved by TWC, as well as Texas Higher Education Coordinating Board, and Accrediting Council for Independent Colleges and Schools.**

**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/>.**