

# NOTICE OF STUDENT COMPLAINT POLICY

- The school has a certificate of approval from Texas Workforce Commission to operate a career school or college in the state of Texas; (S0652)
- The school's programs are approved by Texas Workforce Commission and Department of Assistive and Rehabilitative Services; the school is accredited by Council on Occupational Education (COE).
- Students must address their concerns about the school or an educational program by following the grievance process outlined in the school's catalog; (See Catalog, Last Page )
- Students dissatisfied with the school's response to their complaint can file a formal complaint with Texas Workforce Commission, as well as with other relevant agencies or accreditors.
- Information on filing a complaint with Texas Workforce Commission can be found on Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.