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STUDENT GRIEVANCES – TEXAS STUDENT GRIEVANCES – TEXAS WORKFORCE COMMISSION

Students may submit complaints or grievances, either in writing or verbally, to a member of the school faculty or a school administrator.

Students should obtain an appointment with an instructor or administrator before submitting an oral complaint/grievance.

Every attempt will be made by the faculty and school administrator to address student grievances or complaints as they occur.

This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC assigned school number is S0029.

The school's programs are approved by TWC as well as the Accrediting Commission of Career Schools and Colleges (ACCSC).

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 complaints 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/>.