

**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 S4509

The school's programs are approved by TWC, as well as Texas Health and Human Services.

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 the 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 the website at

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

<p>Texas Workforce Commission Careers Schools and Colleges, Room 226T 101 East 15th Street Austin, Texas 78778-0001 Phone: (512) 438-2017</p>	<p>Texas Health and Human Services Commission Nurse Aide Registry Mail Code E-414, P.O. Box 149030 Austin, Texas 78714-9030  Phone: (512) 438-2050 Fax: (512) 438-2052</p>
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