

# 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: S4977.**

**The school's programs are approved by TWC, as well as The Texas Department of Assistive and Rehabilitative Services Department (DARS) and The National Center for Construction and Education Research (NCCER).**

**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 DARS and/or NCCER.**

**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/>.**