

Grievance Policy

If you have any issues you wish to address or any suggestions on how we can improve our services please contact the Instructor. Contact can be made in person or by e-mail and/or fax. The instructor will do their level best to address your issue(s) within 3 working days.

In the event the instructor is not able to address the issue or it is not handled to the student's satisfaction, the student may raise the issue to the Director by e-mail and/or fax. The Director will meet with the student within 3 business days upon receiving the e-mail and/or fax to investigate the issue at hand. Please provide a detailed description of the issue(s) you wish to have the Director to address.

Any unresolved issue(s) may be directed to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100
texasworkforce.org/careerschools

**Approved and Regulated by the Texas Workforce Commission,
Career Schools and Colleges, Austin, Texas.**

**The information contained in this catalog is true and correct to the
best of my knowledge.**

A handwritten signature in black ink, appearing to read "Miranda Horn".

Miranda Horn/Director