Student Complaint Form

Texas Workforce Commission - Career Schools and Colleges

DEPT. U	SEONLY
School #	

Please <u>complete</u> all of page 1 & 2 of this form, <u>sign it</u>, and mail to: TWC-Career Schools and Colleges, 101 East 15^{th} Street, Room 226T, Austin, Texas, 78778-0001; fax it to (512) 936-3111; or email it to <u>career.schools@twc.texas.gov</u>. If you wish to confirm receipt, please phone (512) 936-3100.

Unless you reveal your name and address, we are unable to investigate your complaint and may use this form for information only. Please submit a copy of your enrollment agreement with the school and copies of any other documents that may help us substantiate this complaint. DO NOT SEND ORIGINALS OF ANY DOCUMENTATION.

Your Full Name at Time of Enrollment	Name of School	
Address	School's Address	
City	City	
State Zip	State Zip	
Home Phone	School Phone	
Work Phone	Program Attended Program Attended	
Social Security Number	Last Date of Attendance (mm/dd/yyyy)	
Please list the names and phone numbers of any witnesses or persons who can substantiate your complaint.		
Who else have you contacted regarding this complaint?		
Have you used the school's complaint process? Yes No If no, why not?		
In your opinion, why was this complaint not resolved at the school?		
How much tuition have you paid? How did you pay this? If I numbers of the loans.	loans were used, please list the names of the lenders and account	
Describe your complaint in detail. Include names of persons, locations, and dates involved. Please use additional sheets if you need more space. If this complaint is against specific person(s), please list their name and title.		

TUDENT COMPLAINT FORM COM	TINUED
Vhat relief or resolution would you c	nsider fair?
hereby certify that the above inf he complaint to be forwarded to t	rmation is true and correct to the best of my knowledge and grant permission in school for a response.
ignature	Date (mm/dd/yyyy)
omnleted forms inquiries or corrections to	he individual information contained in this form shall be sent to the TWC Career Schools and
olleges, 101 East 15th Street, Room 226T,	Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC pen.records@twc.stexas.govor writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin,