

NOTICE

NORTH TEXAS INSTITUTE **STUDENT COMPLAINT/GRIEVANCE** **PROCEDURE**

- North Texas Institute (NTI) has a certificate of approval from the Texas Workforce Commission (TWC) to operate a career school or college in the state of Texas with TWC-assigned school numbers of S0743 (Campus Drive location in Fort Worth) and S0744 (Matlock Center Circle location in Arlington).
- The school's programs are approved by TWC and other Texas agencies that have oversight responsibilities for specific programs including the Department of Assistive and Rehabilitative Services (DARS); Department of Aging and Disability Services (DADS); and the Department of Public Safety (DPS).
- Students must address their concerns about the school or an educational program by following the complaint/grievance process outlined in the school's catalog.
- 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.
- Information on filing a complaint with TWC can be found on its Career Schools and Colleges Website at <http://csc.twc.state.txs.us/>.