



CATALOG

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9700 Almeda-Genoa Rd Suite 501

Houston, TX 77075

832-944-1042

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History

Elvia Martinez is the sole owner of Texas Technical Trade School. Ms. Martinez has 10+ years' combined experience in business leadership and management, with additional experience in the Workforce Solutions Offices. With 7 years in the education industry, she has experience and knowledge in career placement assistance, student and business networking, and business infrastructure. Ms. Martinez's focus and goal are to provide a way for all students and graduates seeking the Electrical trade an efficient and excellent program that will help them learn the industry and help them succeed.

Accreditation and Approvals

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

Description of Facilities and Equipment

Texas Technical Trade School is currently comprised of a 1,250 square feet facility with an administrative office, classroom, and lab training area. All equipment and supplies are up to date in accordance with modern industry's needs.

Mission Statement

The mission of Texas Technical Trade School is to train individuals with the core skills and practices learned through short-term programs that enable graduates to gain opportunities of growth and employment in the area they trained in.

Management & Staff

Management

Elvia E Martinez, Owner & Director

Staff & Faculty

Patrick Cagnola

Electrical Instructor

Licensed Master Electrician, 42+ years Electrical experience

Jaime Trevino

HVAC Instructor

HVAC Instructor, 14+ years experience

Fees, Tuition and/or Special Charges

Program: Service Electrician

Tuition	Registration	Books	Supplies	Total Cost
\$5000.00	\$100.00	\$200.00	\$200.00	\$5500.00

Program: Heating, Ventilation, Air Conditioning Technician

Tuition	Registration	Books	Supplies	Total Cost
\$5600.00	\$100.00	\$100.00	\$200.00	\$6000.00

Scholarships

Scholarships will be determined and applied for by the School Director. For consideration of a scholarship, prospective students must submit a written statement/petition by mail, email, or in-person.

Director's Scholarship – Texas Technical Trade School

Purpose: Ensure equitable access to Electrical and HVAC career training for all students, regardless of funding status. **Scholarship Amount:** Up to \$500 per eligible student

Eligible Programs: Electrical and HVAC cohorts

Eligibility Criteria:

- Must be actively enrolled in a TTTS training program

- Must demonstrate financial need and career readiness
- Open to all students, including:
 - Workforce Solutions-funded participants
 - Privately funded individuals
 - Students who do **not qualify for**, or have been **denied**, public workforce funding

How to Apply: Students may apply during orientation or through the TTTS Admissions Office. Scholarship funds are awarded based on student eligibility and funding availability.

Accessibility Note: The Director's Scholarship is offered equitably to all TTTS students, including those funded by Workforce Solutions. Scholarship eligibility is determined solely by TTTS program enrollment, demonstrated financial need, and career readiness—regardless of existing funding sources. Awards are not contingent on a student's funding status, and no group is excluded from consideration. This approach ensures consistent pricing and access across all student populations.

Payment Terms

Confirmation or scheduled intent to pay for the course by lenders or individuals must be submitted to management no later than the first day of class. Payment plans may be set for individuals paying by check, cash, money order, or other electronic payment.

School Calendar

Holiday Closings

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Day after Christmas

Enrollment Periods

Texas Technical Trade School enrolls on a continuous class schedule with a new class succeeding the recently completed class. Classes will start every 8 weeks (day) and every 13 weeks (night).

Hours of Operation

Office Hours of Operation

The Administrative Office is open Monday-Friday from 8:30am-5:00pm.

Class Schedule

Classes are held Monday-Thursday according to the times below:

	Day Class	Night Class
Class/Lab	08:30-12:00	6:00pm-8:00pm
Break/Lunch	12:00-12:30	8:00pm-8:15pm
Class/Lab	12:30-03:00	8:15pm-10:00pm

Admissions/Enrollment Policies

To ensure the continuing success of our graduates, Texas Technical Trade School requires all conditions to be met prior to starting a class:

- Interview with school Representative
- Applicant must be 18 years or older (or 17 with written permission from legal guardian).
- Proof of secondary education recognized in the U.S.A.: High School Diploma, Home School Diploma, GED, or a Passing score on the Wonderlic Basic Skills Test.
- Present valid photo and other identifiable documents.
- Complete all financial payments or arrangements prior to class start.
- Demonstrate availability to attend and complete the course withing the scheduled course time.
- Demonstrate English language competency (reading, writing, speaking, and comprehension)

Credit for Previous Education, Training, or Experience

Texas Technical Trade school will evaluate all collected information provided by the prospective student with previous education or experience. If credit is given after the evaluation of the prospective student's record, there may be a reduction in the program length or cost.

Institutional Policy on VA Payment Delays

This institution does not prohibit the attendance of any student nor impose any penalties, including late fees or denial of access to classes or other institutional facilities, due to the delay in VA payments, in accordance with 38 U.S.C. § 3679(e)(1)(A)&(B).

Course(s)

Service Electrician

The courses in the Service Electrician program are designed to teach students the core technical skills, work habits, and abilities required to obtain an entry-level position as an Electrical Technician, Electrical Helper, or Electrical Maintenance Technician.

The estimated time to complete all courses is as follows:

Class	Scheduled Days	Scheduled Times	Scheduled Week Time	Maximum Time
Day Class	Monday-Thursday	8:30am-3:00pm	8 Weeks	10.8 weeks (260 hrs.)
Night Class	Monday-Thursday	6:00pm-10:00pm	12 Weeks	16.3 weeks (260 hrs.)

The maximum time allowed for completion of the courses is 1.5x the scheduled course time.

Course #	Course Title	Description	Lec Hrs	Lab Hrs	Total Hrs	Credit Hrs
ELEC 101	Fundamentals & OSHA Safety	Electrical theory, Electrical terms, Safety (OSHA practices), NEC Codes. Installing outlets, wiring switches, receptacles, and lights.	10	14	24	0
ELEC 102	Material Handling	Electrical boxes, tools (tool safety), alternative energy, ohms law. Reading, understanding wiring diagrams, material recognition, installing romex, proper terminating.	10	14	24	0
ELEC 103	OSHA Regulations and Electrical Testing	Structure terminology, Lockout/Tagout (LoTo), NEC/Ladder safety. Electrical voltage testing, electrical installation of (J) boxes, sizing.	9	15	24	0
ELEC 104	Wiring	Electric feeders, electric circuit principles, planning circuits, individual branch circuits. Splicing conductors, installing cables, marking and installing branch circuits, terminating conductors.	9	15	24	0
ELEC 105	Conduit and Construction Safety	Types of conduit, construction safety, conduit formulas, conduit fittings. Bending & installing conduit, pulling conductors, bracing and proper strapping.	9	15	24	0
ELEC 106	Code Requirements	Service load calculations, types AFCI & GFCI, how AFCI & GFCI work, code requirements for AFCI & GFCI. Installing GFCI, installing AFCI, outlet spacing, surge protector installation.	10	14	24	0
ELEC 107	Installation	Voltage drop calculations, box fill, types SEP & Sub-panels, breaker types, panel clearances. Mounting SEP, breaker installation, panel wiring, ground rod installation.	9	15	24	0
ELEC 108	Grounding	Grounding conductor sizing panel, bonding ampacities of conductors. Building & installing panels (service), meter box installation, grounding & clearances.	9	15	24	0
CSA 101	Career Service Assistance & Job Search		8	0	8	0
	Totals		83	117	200	0

Heating, Ventilation, Air Conditioning Technician

This course aims to equip students with foundational technical skills, abilities, and work ethic necessary for entry-level roles in Heating, Air Conditioning, and Refrigeration (HVAC/R). Upon completion, graduates will possess the proficiency to apply technical knowledge in repairing, installing, servicing, and maintaining HVAC/R systems.

The estimated time to complete all courses is as follows:

Class	Scheduled Days	Scheduled Times	Scheduled Week Time	Maximum Time
Day Class	Monday-Thursday	8:30am-3:00pm	8 Weeks	10.8 weeks (260 hrs.)
Night Class	Monday-Thursday	6:00pm-10:00pm	12 Weeks	16.3 weeks (260 hrs.)

The maximum time allowed for completion of the courses is 1.5x the scheduled course time.

Course #	Course Title	Description	Lec Hrs	Lab Hrs	Total Hrs	Credit Hrs
HVAC 101	Introduction & Safety	Emphasizing key qualities for success in HVAC Careers; Essential Safety Training: Ladders, Lifts, Scaffolds, Confined Space; Back and Fall Protection; Hazard Communication & SDS Sheets; Fire Extinguishers; Lockout/Tagout	10	14	24	0
HVAC 102	Fundamentals & EPA 608 Preparation	HVAC Vocabulary & Thermodynamics; Understanding BTUs and Pressure-Temperature Relationship; Recycle, Recover, Reclaim (EPA 608 Prep)	10	14	24	0
HVAC 103	Refrigeration & Heat Exchangers	Refrigeration Cycle Physics; Condensation, Evaporation, Expansion Devices; Heat Exchangers & Types of AC Systems; Hands-On Lab Activities	9	15	24	0
HVAC 104	Electrical Basics	Basic Electrical Theory; Series, Parallel, Ladder Circuits; Multimeter Usage; Testing Electrical Components; Understanding Motors & Safety Devices	9	15	24	0
HVAC 105	Gas Heating Systems	Combustion Basics; Types of Gas-Heating Equipment; Troubleshooting Heat Cycle; Efficiency Standards & Troubleshooting Techniques	9	15	24	0
HVAC 106	System Properties & Measurements	Manifold Gauges & Operating Pressures; Vacuum, Evacuation, & Recycle Processes; Air Properties & Flow Calculations; Psychrometric Chart & Heat Measurements	10	14	24	0
HVAC 107	HVAC Controls & Wiring	Wiring & Control Systems; Zone Systems & Dampers; Wi-Fi Thermostats & Valve Dampers; Motor Starters & Energy Sources	9	15	24	0
HVAC 108	Installation & Maintenance	Brazing & Soldering Techniques; Blueprint Reading & Diagram Interpretation; Thermostat Installation & Wiring; Air Ducts, Vents, Fans, & Pumps; Maintenance Practices & Troubleshooting	9	15	24	0
CSA 101	Career Service Assistance & Job Search		8	0	8	0
	Totals		83	117	200	0

Satisfactory Academic Progress (SAP)

SAP is maintained and measured by the following:

1. Maintaining a minimum of 80% attendance.
2. GPA of 2.0 or higher.
3. Written and lab projects, tests, or other assignments.
4. Participation.
5. Aptitude to the class material as evaluated by the instructor.

Academic Probation

The following are conditions for an Academic Probationary period set by the school Director:

1. Unsatisfactory attendance not meeting 80% minimum attendance progress.
2. GPA below 2.0.
3. Excessive absences or tardiness
4. Academic dishonesty

Academic Probation Removal

Removal of academic probation will be considered when:

1. Attendance progress has shown improvement after the probationary period has ended.
2. A GPA of 2.0 or higher has been met.
3. Improvement in timeliness/attendance progress.
4. Student demonstrates ability to complete academic activities (course and lab assignments) honestly.

Conditions for Termination

Termination is the condition where the student has been formally or is in the process of being expelled from the school pertaining but not limited to unacceptable behaviors listed in the student code of conduct or academic attendance/performance.

Termination Procedure:

1. Student is informed of probation set for a specified amount of time.
2. At the end of the probationary period:
 - Student shows improvement/progress, probation is lifted.
 - Student does not show improvement or progress, then the termination/expulsion proceedings occur.
3. Attendance and/or behavior performance is evaluated. If there is still no progress at the end of any additional probationary period time, the student will be dismissed/terminated.
4. At the time of dismissal, all financial aid will be discontinued, and all lenders will be notified of the student's terminated status.
5. Staff will follow the refund policy to determine if a refund will need to be issued to financial lenders if applicable.

Conditions for Re-Admittance

A student seeking to continue or re-enter courses after termination must petition the School Director in writing¹ and demonstrate all factors contributing to their termination have been resolved.

¹ The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. (Texas Administrative Code, RULE §807.222, e)

Grades and Progress Report

Satisfactory academic progress is determined by graded assignments, attendance, participation, and student conduct. Progress reports may be issued upon request and an official record of all grades are maintained in the student files.

Grading Formula:

- 40% Lecture Tests
- 40% Lab Tests

- 10% Participation (quizzes, homework, other assignments, etc.)
- 10% Final Exam

Grade	Score	Interpretation	Grade Point Average
A	90 - 100	Excellent	4.0
B	80 - 89	Good	3.0
C	70 - 79	Average	2.0
D	60 - 69	Below Average	1.0
F	0 - 59	Failing	0.0
INC		Incomplete	0.0
W		Withdrawal	0.0

Course Incomplete

A course incomplete is considered an academic progress grade of below 2.0 or assignments not completed. The student must arrange with the instructor a time to make up or retake an assignment. After a 2.0 or higher grade is achieved, the Incomplete mark on the student's record for that assignment or module will be updated.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

Withdrawal

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Test or Course Repetitions

If a grade lower than a C is achieved on any class or lab assignment, a retake of that assignment is allowed for a maximum of 3 times. If a passing grade is not achieved by the 3rd time, then the student will be required to repeat a module or have additional course time as allowed with authorization by the school Director.

Attendance Policy

Absence

Students are required to attend all classes as scheduled for completion of the course. A minimum of 80%-hour completion (160 of 200 hrs.) is required to complete the course. If a student does not meet attendance progress requirements, they will be counseled by the instructor or school Director. If the student does not improve after academic probation, the school Director may suspend or expel the student. All students absent for 10 consecutive days will be terminated from the program.

Veteran Student Attendance Policy

Students utilizing VA educational benefits are required to adhere to the following attendance policy: A student may not be absent for more than 10 consecutive days or for more than 20% of the total program hours. Any extended absence must be approved as a leave of absence. Adherence to this policy is essential for maintaining eligibility for VA educational benefits.

Tardiness

A student who comes to class more than 10 minutes late is considered tardy. Five (5) tardies will be equal to one (1) absence.

Make Up Work

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
- (3) be completed within two weeks of the end of the grading period during which the absence occurred.
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

Leaves of Absence

A leave of absence may be granted for up to 9 consecutive school days, or 9 cumulative school days if there is more than one request for a leave of absence. If extenuating circumstances require the student to be absent from class 10 or more days, the student will be required to withdraw from the class and re-enroll in the next class cycle if they wish to complete the course. See cancellation and refund policy.

Student Conduct Policy

The following behaviors are cause for reprimand, suspension, or expulsion.

Academic	Cheating, giving false academic or identifiable information, dishonesty, unsatisfactory attendance or academic progress, disruption of the classroom or school activities, see also section: Satisfactory Progress and Academic Probation.
Drugs/Alcohol	In possession or under the influence of any alcohol or non-prescribed drugs or non-prescription and smoking in unauthorized areas.
Property	Property damage, unauthorized entry or use of the school facilities or equipment, theft or damage of property belonging to the school, staff, student, or any other persons at the school,
Other	Possession or materials or tools that could be used as weapons or tools of ill-intent, disorderly or offensive conduct, harassment (emotional, sexual, physical, verbal, mental, etc. of all persons on the school facilities or at any school related activities.

Term Definitions

Reprimand	A verbal or written warning implying that any further infractions of school rules or codes will result in probation.
Probation	A written warning for a specified period of time implying that further violations or infractions will result in a suspension.
Suspension	The withdrawal of a student from classes for a specified/predetermined period of time.
Dismissal/ Expulsion	The condition that the student is no longer enrolled in Texas Technical Trade school and will not be considered for re-admittance without petitioning the School Director.

Conditions for Termination

Termination is the condition where the student has been formally or is in the process of being expelled from the school pertaining but not limited to unacceptable behaviors listed in the student code of conduct or academic attendance/performance.

Termination Procedure:

6. Student is informed of probation set for a specified amount of time.
7. At the end of the probationary period:
 - Student shows improvement/progress, probation is lifted.
 - Student does not show improvement or progress, then the termination/expulsion proceedings occur.
8. Attendance and/or behavior performance is evaluated. If there is still no progress at the end of any additional probationary period time, the student will be dismissed/terminated.
9. At the time of dismissal, all financial aid will be discontinued, and all lenders will be notified of the student's

terminated status.

10. Staff will follow the refund policy to determine if a refund will need to be issued to financial lenders if applicable.

Conditions for Re-admittance

A student seeking to continue or re-enter courses after termination must petition the School Director in writing¹ and demonstrate all factors contributing to their termination have been resolved.

¹ The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. (Texas Administrative Code, RULE §807.222, e)

Cancellation and Refund Policies

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination¹.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

¹More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

Graduation Requirements

To be eligible for program completion, a student must meet the following:

- All financial obligations are fulfilled prior to completion.
- Complete all required courses with a 2.0 minimum GPA
- Complete minimum attendance equal to 80% (160 out of 200 hours)

The maximum time allowed to complete any course of study is equal to 260 hours.

Career Services Policy

Texas Technical Trade school offers career services placement assistance to all qualified graduates through resume and cover letter development, advising and training students with interview techniques, and utilizing school facilities and equipment to facilitate their career searches. The school office also assists in providing job leads, networking connections, or scheduled interview meetings with employers with job openings. Texas Technical Trade school does not guarantee employment or guarantee any specific wages.

Grievance/Complaint Policy & Procedures

School Complaint Policy

A student having a grievance regarding academic progress (grading, attendance, etc.), relational issues or other disputes with other students, staff, or other persons will find resolution of their grievance through these steps:

1. Discuss dispute with person(s) involved.
2. Request a meeting with a staff representative, instructor, or other staff member.
3. Request a meeting with the school Director if a resolution is not met first by the previous two steps.

All grievances and discussions are confidential and recorded in a secure manner. All persons involved in the grievance and/or resolution are required to treat the grievance and subsequent resolution with utmost confidence. If a resolution is not reached through these steps, the unresolved grievance may be filed with Texas Workforce Commission.

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street, Austin, Texas 78778-0001
Phone: (512) 936-6959
<http://csc.twc.state.tx.us/>

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: S5874.

The school's programs are approved by TWC.

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 other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-6959
<http://csc.twc.state.tx.us/>

